



EMPLOYMENT OPPORTUNITY

1. RPA #	09 -0060
ANALYST'S INITIALS	AL
DATE	03/13/09

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Associate Budget Analyst	POSITION NUMBER 293-300-5284-001	TENURE PERMANENT	TIME BASE Full Time	CBID U01
OFFICE OF CA Gambling Control Commission	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$4400 TO \$5348
SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 220 Sacramento, CA 95833 Attn: Alaina Lutz	REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 220			
	SHIFT AND WORKING HOURS DAYS - 8:00 am - 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 263-0700	PUBLIC PHONE NUMBER () -		
SUPERVISED BY AND CLASS TITLE Dale Kuroda, Staff Services Manager I				FILE BY Until Filled

***** The California Gambling Control Commission is a special funded agency.*****
*****For recruitment purposes will also consider hiring at the Associate Governmental Program Analyst or Staff Services Analyst level with state budget office experience.*****

The California Gambling Control Commission (Commission) is a small, newer agency undergoing substantial growth. The Commission's primary responsibility is to regulate gambling activities within the state. Employment with the Commission offers an opportunity to participate in a diverse and innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenges of this organization.

LOCATION/PARKING:

The Commission is located off of West El Camino Ave. in South Natomas in a newer business park with new office facilities. **PARKING is FREE**.**

JOB DESCRIPTION:

Under the general direction of the Staff Services Manager I, the Associate Budget Analyst is responsible for the preparation, analysis, and maintenance of the Commission's budget including development of budget proposals, ongoing expenditure and revenue analysis and projections, and position control.

DESIRABLE QUALIFICATIONS:

Current or previous experience in a State Budget Office preferred. Understanding of state fiscal modeling methodologies, statistical analysis, and fiscal computer systems including spreadsheets and databases.

SPECIAL PERSONAL CHARACTERISTICS:

Incumbent possesses good verbal and written communication skills; uses good judgment in decision-making; exercises creativity and flexibility in problem identification and resolution; manages time and resources effectively; demonstrated ability to act independently; demonstrated ability to deal professionally, tactfully and effectively with others in the course of the work; and demonstrated ability to manage multiple priorities/projects.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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INTERPERSONAL SKILLS:

Ability to work well with a team, to manage deadlines and changing priorities, and to focus attention on details and accuracy.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs. Incumbent is expected to travel when necessary, which may require driving a vehicle.

SELECTION CRITERIA:

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. ****ONLY THE MOST QUALIFIED APPLICANTS WILL BE INTERVIEWED.**** For a complete duty statement please contact the personnel office.

****EMAILED OR FAXED APPLICATIONS/RESUMES WILL NOT BE ACCEPTED.****

FINGERPRINTING:

Applicants will be fingerprinted for the purpose of obtaining a criminal record check.

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